

Date 1-28

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1.		
2. <u>D/PAB</u>	✓	29 JAN 1985
3.		
4. <u>EXDIR</u>		5 FEB 1985 ✓
5. <u>DDA</u>	✓	21 FEB 1985

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

STAT

See Memo

6 FEB 1985

EXO/DDA EM

6 FEB 1985

ADDA 2

21 FEB 1985

DDA 2

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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5041-102

 OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

ROUTING AND TRANSMITTAL SLIP		Date
		24 Jan 85
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA	EM	25-1
2. AODA		JAN 1985
3. DDA		JAN 1985
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
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Coordination	Justify	

REMARKS

FYI

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FROM: (Name, org. symbol, Agency/Post)

Room No. — Bldg.

626 CoC

Phone 1

FWPM/EBD

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.606

85-0324

FWP Federal Women's Program

Central Intelligence Agency

20-1

22 January 1985

Minutes of the FWPAC Meeting - 18 January 1985

1. A FWPAC meeting was held 18 January 1985 at 10:00 a.m. in Room 6E13 Hqs. Members present were:

Observers present were:

DDA/EEO/Assistant

Minutes of the 14 December 1984 meeting were approved.

2. Announcements/OEEO News (see attached)

3. Directorate EEO Officer Reports

- DDA/DCI - Joan reported that she has been involved with many EEO complaints. Most of the complaints center on age and race.

passed out information to Council members on 1985 Programs sponsored by the NTL Institute.

- DDI - No report.

- DDS&T - No report.

- DDO - has been reassigned overseas.

As of this date her replacement has not been named. will be visiting

this month.

? why?

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4. Old Business

Standing Committee Reports

- Day Care Center Committee - See EEO News attached.

25X1 - Seminars Committee - [redacted] seminar on "Tax
and Financial Planning for Dual Income Families" has been
rescheduled for 22 February 1985 at 11:00 to 12:00 noon. Her
20 January 1985 program had to be postponed due to the weather.
25X1 [redacted] will be guest speaker for Black History Month
on 7 February 1985 at 10:00 to 11:00 a.m. Clare is meeting with
25X1 [redacted] today to discuss her program in March commemo-
rating women in early American history.

- Welcome Letters Committee - EOD letters are up-to-date as of
31 December 1984. They will now be sent on a quarterly basis.

25X1 Part-time Positions Study [redacted] - Guest Speaker)
25X1 [redacted] from Policy & Programs Staff/OP briefed the
Council on the status of the Part-time Positions Study. She
stated that 90% of part-time employees are women in the GS-06-
07 grade. There are [redacted] part-time employees with [redacted] in
25X1 clerical positions. The purpose of the study is to determine
entitlements of a part-time employee versus a full-time
employee. A copy of the first draft of the study will be
sent to Clare when it is available.

5. New Business

Interagency Women's Advisory Group Meetings - Clare encouraged
Council members to attend these monthly meetings whenever
possible. The meetings will be held at OPM at 1:00-3:00 p.m.
on 21 February, 20 March, 17 April, 15 May and 19 June 1985.

Clare announced that a Men's Discussion Group is being
formed in Silver Spring that will explore "Issues & Ideas
for Men in the 80's." This is a study group for men only
designed to deal with gender problems. Ed volunteered to
attend the six sessions.

A Joint Resolution by the House of Representatives now provides
for the designation of 11-15 November 1985 as "National Women
Veterans Recognition Week" and 1 September 1985 designated as
"Working Mothers Day."

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The OMS Employee's Assistance Program has formed a discussion group for working parents to discuss problems involving the balancing of working and parenthood. The group meets on Mondays and Thursdays at 12:00 noon in the OMS Conference Room at Headquarters Bldg. The Monday group is for parents with children under 10, while the Thursday group is for parents of teenagers.

25X1 - Proposed Policy on Employee Couples - The Council was asked to read and submit suggestions regarding the proposed policy written by [redacted] on the "CIA Employee Couples Policy." The Council's initial response was that a priority of the Agency should be to obtain exact statistics on numbers of employees actually involved in the tandem couple situation. Council members were asked to review the proposal further and to submit constructive comments and suggestions in writing to be forwarded to Edie.

6. Due to a conflicting schedule, the next meeting will be held 22 February 1985 in Room 6E13 at 10:00 a.m.

7. The meeting was adjourned at 11:35 a.m.

25X1 [redacted]
Recording Secretary

Attachment:
As stated

25X1 [redacted]
25X1 [redacted] Chair
Federal Women's Program Advisory Council

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Federal Women's Program - News

25X1 1. Child Day Care Center - Early this month I attended a meeting at which Office of Logistics officers briefed Mr. Fitzwater on the progress of plans for new building projects including the proposed Child Day Care Center. Several site locations were suggested and details as to space needed and cost were discussed. Final decisions will not be made until the allocation of funds have been approved. The security investigation is underway to allow us to hire [redacted] as the Contract Consultant who will aid in setting up the center.

As an incentive for the retention of employees assigned to night work, there has been discussion concerning the possible extension of the Child Day Care Center to provide for night care as well. This is not currently in the plan though it could be addressed later.

2. Professional Women's Course - As you know, the November session of the "Professional Woman's Course" was a pilot-running of a combined men and women's course. The course content was modified slightly and dedicated to increasing understanding and accommodation of gender differences between employees and managers. An equal number of men and women attended and training was aimed at reducing barriers to professional cooperation and communication between men and women. Although the group was responsive to the course, a summary of the student critiques showed a less than enthusiastic reaction to the mixed participation. After a review of these critiques and discussions with OTE/Management Training personnel, we have decided to exclude men from future sessions of the PWC (except on occasion) and continue the OTE/EEO runnings as a "Course for Women."

25X1 3. Statistics - I have just completed an up-to-date (31 December 1984) statistical report on Agency women and minorities. These statistics are available to Council members on a "need to know" basis. If you would like more information, contact me or Susan, [redacted]

25X1 4. Council Membership - By rotation we have lost two of our Council members. [redacted] from ICS and [redacted] DCI. Joan [redacted] (DCI/EEO Officer) is in the process of selecting replacements through the FWPAC Member Selection Procedures.

25X1 5. Women's Executive Leadership Program - Phase II of the WELP is coming to an end. [redacted] CIA candidate, completed her draft IDP (Individual Development Plan) in mid-December. It was signed by Agency officials and has been submitted to OPM for final approval.

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A special ceremony and program is planned for 31 January 1985 at Crystal City Marriott. This occasion will celebrate the work completed so far by all the participants. OPM is planning press coverage and major publicity for this event and is talking to Vogue Magazine and the Wall Street Journal regarding articles in their publications.

25X1 Phase III covers training for competencies and internal agency special assignments. [] first intra-agency rotation begins 4 February with a three-month training experience in DDS&T Budget Office.

25X1 []
Federal Women's Program Manager

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